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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Services Officer

DATE: 7 March 1949

FROM : [REDACTED] 25X1A9a

SUBJECT: Report of Operations by the General Services Division during the month of February 1949.

## Volume:

- |   |             |
|---|-------------|
| a. Requests for services on hand prior to February  | 12          |
| b. Requests for services received during February   | 154         |
| c. 1. Orders submitted to PBA chargeable to quarterly encumbrance   | 89          |
| Est. cost   | \$3100.     |
| 2. Special orders submitted to PBA not chargeable to quarterly encumbrance  | 12          |
| Est. cost   | \$10,085.   |
| 3. Orders submitted to PBA nonreimbursable  | 31          |
| d. Requests for services on hand February 28  | 46          |
| e. Spaces moved during February   | 10          |
| Total personnel moved   | 183         |
| Estimated cost  | \$6,632.    |
| f. Reimbursement to PBA for regular assigned laborers to warehouse  | 26          |
| Est. cost   | \$5,348.    |
| g. Protective Services (PBA Guards)   |             |
| Reimbursable Posts- Cost \$25,400. 31,395.00  | 69          |
| Non-reimbursable posts  | 25          |
| h. Monies paid to PBA during month of February  |             |
| PBA Guards  | \$33,423.12 |
| PBA Laborers and trucks   | -----       |
| Alterations and Installations   | 6,888.29    |
| Miscellaneous   | 551.79      |
| i. Problems: The stepup of production from this Office to PBA is causing concern regarding their inability to complete requests within minimum time limits. |             |

Attachment. Appliance and Maintenance Report

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